

CITY OF RIVERTON  
JOB DESCRIPTION

ANIMAL CONTROL OFFICER

**SUMMARY:** Performs a variety of duties in the enforcement of animal control ordinances.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Patrols City streets looking for stray animals, picks up loose animals; issues summonses to animal owners for violation of leash laws; prepares related work logs and similar documents.

Investigates and follows up on complaints or unwanted or escaped animals or those causing nuisances; captures animals and removes them to animal custody area; establishes and maintains files.

Answers calls for dead animal disposal; destroys and removes seriously injured animals.

Investigates complaints of cruelty to animals.

Appears in court as necessary.

**SUPERVISORY RESPONSIBILITIES:** None

**SUPERVISION RECEIVED:** Works under close supervision of an administrative supervisor.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED).

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS:** Ability to add and subtract two digit numbers and to multiply and divide. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**REASONING ABILITY:** Ability to apply commonsense understanding to carry out detailed by uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Some knowledge of city geography. Ability to handle cats, dogs, and other animals in a humane manner. Ability to

deal with the public in a variety of emotional or difficult situations. Ability to learn basic bookkeeping procedures.

**CERTIFICATIONS, LICENSES, REGISTRATIONS:** Must possess a valid Wyoming drivers' license; ability to be insured under the City's municipal automobile insurance policy coverage; ability to be bonded.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee frequently is required to sit.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works outside in sometimes extreme weather conditions.

The noise level in the work environment is usually moderate.